



Enrollment Frequently Asked Questions

Updated on March 31st, 2017

DC Prep schools are tuition-free, open enrollment, public schools for District of Columbia children who meet our age requirements. DC Prep participates in [My School DC](#), a single online application and common lottery for public school enrollment within the District of Columbia. By law, in the event that the number of DC Prep applications exceeds the number of spaces available, a random lottery is held to determine the order in which students are offered seats.

DC Prep does not discriminate on the basis of race, color, national origin, sex, or disability in the admission or access to, or treatment or employment in, its programs and activities.

The following document is meant to serve as a resource for frequently asked questions regarding DC Prep's admission and enrollment policies and practices. For more information, or if you have any questions, please email enrollment@dcprep.org or call 202.635.4590 x200.

What is the timeline for enrollment for the 2017-18 school year?

- **December 12, 2016:** Open enrollment begins for all campuses through the My School DC common application.
- **March 1, 2017:** Lottery application deadline for early childhood, elementary and middle school students, PK3 – 8th grade. Families who apply after this deadline will be added to the bottom of any potential waitlists for the desired campus and grade level.
- **March 31, 2017:** Families will be notified about the status of their application through email, mail and the My School DC website. Parents and guardians will be required to complete enrollment paperwork and present in-person proof of DC residency prior to Monday, May 2nd to secure their seats.
- **April 3, 2017:** Students who currently attend DC Prep may begin to complete reenrollment paperwork to secure their spot for the 2016-17 school year. Parents and guardians may present in-person Proof of DC Residency documentation beginning Friday, April 3rd.
- **May 1, 2017:** Final deadline for parents and guardians of new and returning students to complete enrollment paperwork and provide proof of DC residency to secure their seat for the upcoming 2017-18 school year.

DC Prep will admit students from waitlists on the following Monday dates. Families will have until the following Friday, deadline dates indicated below, to complete enrollment and prove DC residency to secure their child's seat at DC Prep for the 2017-18 school year. These admissions will be made on a rolling basis, dependent on capacity and need at the specific campus, and grade. In mid-August until October 5, 2017, all admissions made will have at least one (1) business day to complete enrollment.

- **May 15, 2017:** Depending on space availability, DC Prep will admit new students on this date. Parents and guardians will be required to complete enrollment paperwork to secure their spot prior to Friday, May 19th.
- **May 30, 2017:** Depending on space availability, DC Prep will admit new students on this date. Parents and guardians will be required to complete enrollment paperwork to secure their spot prior to Friday, June 2nd.
- **June 19, 2017:** Depending on space availability, DC Prep will admit new students on this date. Parents and guardians will be required to complete enrollment paperwork to secure their spot prior to Friday, June 23rd.
- **July 10, 2017:** Depending on space availability, DC Prep will admit new students on this date. Parents and guardians will be required to complete enrollment paperwork to secure their spot prior to Friday, July 14th.
- **July 24, 2017:** Depending on space availability, DC Prep will admit new students on this date. Parents and guardians will be required to complete enrollment paperwork to secure their spot prior to Friday, July 28th.
- **August 14, 2017:** Depending on space availability, DC Prep will admit new students on a rolling basis until Wednesday, October 5th. Parents and guardians will be required to complete enrollment paperwork within 24 hours of their admission to secure their spot. DC Prep will update all parents of their waitlist status at this time.
- **August 28, 2017:** First day of the 2017-18 school year for all DC Prep campuses, all grades. No admissions will be made this week

For what grades can I apply?

DC Prep accepts new students in preschool (3-years old) through 6th grade. The Anacostia Elementary Campus, which opened in Fall 2015 will serve preschool (3-years old) through 1st grade in the 2017-18 school year and will "grow up" a grade each year after that, through 3rd grade.

What is the age criterion for students enrolling at DC Prep in the 2017-18 school year?

- **Preschool:** Students must be at least 3 years of age on or before September 30, 2017.
- **Prekindergarten:** Students must be at least 4 years of age on or before September 30, 2017.
- **Kindergarten:** Students must be at least 5 years of age on or before September 30, 2017.
- **After kindergarten:** Students must prove completion of the grade prior to the grade in which they are enrolling by providing an end-of-year report card.

My child was home-schooled last year; I do not have a report card. What should I do?

DC Prep reserves the right to assess incoming home-schooled students for purposes of placement. In some instances, a determination may be made to place a student in a different grade than what was originally offered.

My child is advanced/behind and I believe they should be in a higher/lower grade. What should I do?

- DC Prep makes grade-level determinations based on age cut-offs in non- compulsory grades (preschool, pre-k, and Kindergarten).
- DC Prep makes grade-level determinations (including decisions around retention), for compulsory grades based on the decision of the sending school.
- DC Prep does not “skip” grades for advanced students.
- DC Prep reserves the right to deny admission to students who have applied for, and been admitted to, an inaccurate grade-level.

My child receives Special Education Services. Is he/she eligible to attend DC Prep?

Yes. DC Prep serves all students in the District of Columbia and does not discriminate based on the special education needs of students. All students are protected by [Part B of the Individuals with Disabilities Act](#).

Does DC Prep offer any admission preference(s)?

[Per the District of Columbia School Reform Act](#), siblings of currently enrolled DC Prep students receive an admissions preference. Siblings are defined as children who share at least one parent as indicated on the birth certificates, legal custodial documentation, DNA tests, or proof of adoption. Siblings of students who are admitted to DC Prep in the lottery or during the rolling admissions period are also given a preference by being placed at the top of the waitlist in their respective grade(s). DC Prep also offers a Children of Staff preference during the Lottery for all full-time employees with an employment agreement at the time of the Lottery.

I am taking care of my niece/nephew, do they fall under sibling preference?

DC Prep defines sibling as the children sharing at least one parent (same mother/father). Extended family members (niece, nephew, cousins, etc.) do not qualify for a priority preference.

May I transfer my child from one DC Prep campus to another (from the Edgewood Elementary Campus to the Benning Elementary Campus, for example)?

- Currently enrolled students who apply for an inter-campus transfer prior to the March 1st application deadline will be accommodated as a lottery admissions preference (on a space-available basis).
- DC Prep reserves the right to release the seats of students who do not come to school the *first* three (3) consecutive days of school, at the start of the school year, without prior communication to the campus leadership team of the absences.
- Inter-campus requests made after the lottery deadline will not be given any preference and will be added to the bottom of that campus’s waitlist.

If my child is offered a spot at a DC Prep school, what documentation must I provide?

Based on the timelines outlined above, **you must provide:**

- Online student enrollment form (instructions sent via email);
- Proof of DC Residency (provided in person to your child's campus); and
- DC Residency Verification Form – (available at the time of submission of proof of residency documents).
- A copy of your child's Birth Certificate, and/or a legal document with the child's legal name, proof of birth, and name of legal guardian.

In addition, prior to the first day of school (August 29, 2017) **you must provide:**

- Copy of Student's Birth Certificate (preschool through kindergarten);
- Final Report Card from Previous School (once available);
- DC Universal Health Certificate;
- DC Dental Health Assessment Form (for students entering preschool, pre-k, K, 1, 3, 5, 7 and all students participating in DC Prep's Extended Learning Program, ***Prep EX!***);
- School Meals Program Application (available after July 1, 2017);
- Home Language Survey;
- Early Childhood Questionnaire (preschool and pre-k only); and/or
- Entire Special Education File (if applicable).

Who may register my child?

The *same* parent or guardian who completed the My School DC application must also complete enrollment registration, including Proof of DC Residency.

What are acceptable Proof of DC Residency documents?

Please click on the link [here](#) to see the list of acceptable Proof of Residency as deemed by the Office of the State Superintendent of Education (OSSE) which all DCPS and Public Charter schools must adhere to.

I do not currently live within the District of Columbia but plan to move before the start of the school year. Am I still eligible to enroll my child at a DC Prep campus?

- All admitted students must establish DC residency according to the timeframes we have outlined in the enrollment timelines at the top of this document.
- DC Prep reserves the right to de-enroll any student who do not establish residency within ten (10) days of the time of initial enrollment.

Is out-of-state tuition available to non-residents?

By law, DC Prep must first offer all available seats to residents of the District of Columbia. Historically, DC Prep has had waitlists in every grade; we do not expect to make any tuition arrangements for the 2017-18 school-year.

I am currently homeless or do not otherwise have a permanent living situation. How can I prove DC residency?

Homeless students who lack a fixed, regular, and adequate nighttime residence are protected by the [McKinney-Vento Act Homeless Education Assistance Act](#). Families in this situation are eligible to immediately enroll at DC Prep, even if they lack normally-required documents, such as immunization records or proof of residence. We ask that families in this situation disclose this information in-person at the campus at which their child is/will be enrolled.

Do you provide before and aftercare?

- DC Prep does not provide before-care. However, each of our campuses are open to students at 7:30AM every school day, which is when morning drop-off and optional free breakfast begin.
- Our aftercare program, [Prep EX!](#), is available on a first-come, first-serve basis from dismissal until 6PM every school day. Upon completion of the enrollment form, we will provide you with further information on how to enroll your child in this extended learning program.

Do you have transportation for students that do not live near the campus?

No. DC Prep does not provide transportation for students, with the exception of homeless students and/or students with transportation assistance identified as a special education need. All DC Prep campuses are located near Metrorail lines as well as Metro bus lines.